



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF SACRAMENTO
DEPARTMENT OF PERSONNEL ADMINISTRATION**

An Equal Opportunity Employer

ANNOUNCES AN EMPLOYMENT OPPORTUNITY

PAYROLL AND BENEFITS MANAGER

THE POSITION:

The Superior Court of California, County of Sacramento is now accepting applications for a Payroll and Benefits Manager. The Payroll and Benefits Manager is responsible for planning, organizing, managing, reviewing and evaluating the Payroll staff including the operation and maintenance of payroll records. This position is also responsible for coordinating the administration of benefits for Court employees. This position is located at the Court Plaza Building, 901 H Street, Sacramento, California.

Court employees are employed by the Court in accordance with the Trial Court Employment Protection and Governance Act (Government Code Section 71600 et seq.). This position has been designated as Management.

SALARY: **\$2,556.02 - \$3,107.17 bi-weekly**
\$5,538.03 - \$6,732.20 monthly
plus a 3.35% management differential

FINAL FILING DATE: **Monday, April 30, 2007 at 5:00 p.m. (or until filled)**

ESSENTIAL DUTIES:

Examples of duties performed by the Payroll and Benefits Manager include, but are not limited to, the following:

- Develop and coordinate the Court payroll, benefit and human resource information system (HRIS) processes and systems, interpreting contracts, rules and regulations.
- Plan, assign, review and evaluate work of staff to ensure that payroll, human resource and benefit records are developed and administered within legal mandates.
- Supervise the maintenance of personnel records system.
- Prepare a variety of reports as requested from both internal and external sources. Ensure that payroll data and reporting is in compliance with Federal and State rules and regulations. Authorize payments to the Internal Revenue, State Franchise Tax Board, Social Security, benefit carriers and other agencies.
- Serve as a source of information regarding payroll processing, policies, regulations and procedures. Answer questions requiring interpretation of payroll rules and regulations, including Court personnel rules, salary ordinances or union agreements.

MINIMUM QUALIFICATIONS:

Experience: Five (5) years of progressively responsible record keeping experience that involved processing responsibility for payroll, benefits and HRIS, and the application of personnel procedures.

AND

Education: A Bachelor's degree from an accredited college or university with major course work directly related to business administration, personnel management or field closely related to the payroll duties of the class.

Substitution: Additional qualifying experience may be substituted for the required education on a year for year basis.

Knowledge of:

Principles, practices, and trends of public and business administration including setting goals; principles and practices of employee supervision, development, and training; program management; principles and practices of payroll and benefit administration; principles, methods, processes and practices used in maintenance of varied payroll, benefits and personnel documents in a record keeping system; maintenance of files and information retrieval systems; office management principles and organizational practices; use of computerized data processing applications related to reporting, recording and processing payroll and benefit documents; principles, practices and procedures of statistical record keeping; state and federal laws, rules, regulations, and procedures affecting payroll, benefits and personnel functions.

Ability to:

Plan, organize and direct the staff involved in the processing, maintenance, and auditing of payroll and benefit documents, employee services/benefits records; establish priorities and plan and organize the duties to meet changing workload deadlines; schedule, train and assign work to staff; plan, development, implement and evaluate problems impacting the payroll/human resource system; assist in the evaluation, design and implementation of modifications to existing or installation of new payroll processing and human resources systems; oversee complex and specialized payroll, benefit and personnel record keeping transactions; interpret, analyze and implement procedures affecting payroll and benefit functions, governing personnel rules and regulations, codes, statutes and labor contract provisions; recognize problems and produce sound analysis, evaluations and recommendations; exercise considerable judgment, tact and common sense in assisting department personnel to resolve a variety of difficulties concerning all phases of payroll, benefit and personnel transactions; oversee the development of complex computer spreadsheets and use databases; deal tactfully and courteously with the public and other staff when explaining functions and policies of the work area; operate various office machines and equipment such as typewriters, word processing equipment, computer terminal, printers, adding machines, fax machines, telephone equipment; communicate orally and in writing with staff and the public; establish and maintain effective working relationships with others, including staff and the public.

DESIRABLE QUALIFICATIONS:

- Experience in payroll tax administration.
- Management experience.
- Experience coordinating administration of benefits, including benefit reconciliation, COBRA and Section 125 administration.
- Experience administering centralized payroll and/or human resource information software systems.
- Expertise with Access and Excel.
- Experience with SAP payroll systems.

SELECTION PROCEDURES:

1. Applicants must submit a completed **court application form, resume** and **answers to the supplemental questionnaire** by **5:00 p.m. on Monday, April 30, 2007** *(or until filled)*. Applications received by the final filing date of April 30, 2007 will be the first to be considered. Applicants are responsible for submitting complete application packets; Human Resources will not notify applicants of incomplete application packets upon receipt. Applications can be submitted online at www.saccourt.com, in person to the Court's Human Resources Office, 901 H Street, Suite 405, Sacramento, California, or sent to our mailing address, Superior Court of California, County of Sacramento, Human Resources, 720 9th Street, Sacramento, California 95814.
2. Application packets will be screened to determine the best-qualified candidates to continue in the selection process.
3. The best-qualified candidates will be invited to an oral interview. The interview may consist of written and/or oral questions and/or a job simulation exercise.

SELECTION PROCEDURES FOR TRANSFER APPLICANTS:

To be eligible to transfer to this position you must meet all three of the following requirements:

1. Be a regular Court employee.
2. Meet the minimum qualifications for the classification as referenced in this job announcement.
3. Be working as permanent in a classification for which the top step of the salary range is within 5% of the top step salary for the position for which you desire to transfer.

TO APPLY FOR TRANSFER: Employees who are eligible to transfer into the Managing Payroll and Benefits Specialist position must submit a completed **court application form, resume** and answers to the **supplemental questionnaire** by **5:00 p.m. on Monday, April 30, 2007** *(or until filled)*. Applications received by the final filing date of April 30, 2007 will be the first to be considered. Applicants are responsible for submitting complete application packets; Human Resources will not notify applicants of incomplete application packets upon receipt. Applications can be submitted online at www.saccourt.com, in person to the Court's Human Resources Office, 901 H Street, Suite 405, Sacramento, California, or sent to our mailing address, Superior Court of California, County of Sacramento, Human Resources, 720 9th Street, Sacramento, California 95814.

Applications will be screened to ensure eligibility for transfer and those applications that are eligible will be provided to the hiring Manager.

The hiring Manager will contact applicants regarding the status of their applications.

Eligible transfer applicants will be considered by the hiring Manager. Submission of an application does not guarantee an interview.

The selection procedures are subject to change.

If you believe you have a disability that will make it difficult to participate in any portion of the recruitment process and will require reasonable accommodation, please contact the Court's Human Resources Office at (916) 874-7828.

PAYROLL AND BENEFITS MANAGER SUPPLEMENTAL QUESTIONNAIRE

Completion of this questionnaire is a required part of the examination process. Your responses must be submitted with your court application form and resume. Applicants who do not complete this supplemental questionnaire will be eliminated from the examination process.

Be sure to answer the questions completely and accurately. Your responses will be used to evaluate your writing skills as well as your experience and qualifications when determining the best-qualified candidates to interview.

Please include your name on each page of your response and limit your total response to no more than one page per question.

1. Describe your experience in Payroll and Benefit administration including payroll tax administration. Include number of employees (minimum/maximum), type of industries/businesses, and payroll and/or human resource information system(s) used.
2. Describe your experience as a manager. Include number of employees supervised and areas of responsibility that you managed.
3. Describe your experience in coordinating administration of benefits. Include your level of responsibilities in regards to benefit reconciliation, COBRA and Section 125 administration.
4. Please provide the payroll and/or human resource information software systems you have worked with and your level of interaction with the vendor.
5. Describe your experience with Microsoft Office Products or other software, i.e. Publisher, Adobe, etc., and your level of expertise with each software, i.e. beginner, intermediate, expert. Describe how you have used your software knowledge in making a project/process efficient and/or added internal control or accountability.

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF SACRAMENTO
EMPLOYMENT INFORMATION**

The Superior Court of California, County of Sacramento, is an Equal Opportunity Employer. Applications are encouraged from all persons regardless of race, ethnicity, sex, religion, national origin, age, sexual orientation, disability or any non job-related criteria. Court employees are employed by the Court in accordance with the Trial Court Employment Protection and Governance Act (Government Code Section 71600 et seq.) and are exempt from Sacramento County Civil Service.

Employment with the Superior Court of California, County of Sacramento, is contingent upon passing a security clearance, which includes fingerprinting. Before appointment, candidates must provide documents evidencing identity and authorization to work. The Superior Court of California, County of Sacramento, is obliged to examine each candidate's documents that 1) identify the individual and 2) are evidence of authorization to work. The Superior Court of California, County of Sacramento maintains a smoke-free, drug-free work environment.

Some positions require, as a condition of continued employment, that the person either 1) become a union member, 2) pay a fair share fee to the union, or 3) meet specific requirements under which an equivalent amount must be paid to a charity. A medical examination may be required for specific positions due to related job tasks.

If you have a disability that would require accommodation during the application, testing and/or interviewing process, please call Human Resources at 916-874-7828.

BENEFIT INFORMATION

Most employee benefits are similar to the following for all employees of the Superior Court of California, County of Sacramento; however, some benefits differ depending upon the employee representation unit to which the employee's job classification is assigned. Information concerning the exact benefits applicable to a particular job classification may be obtained from the Superior Court of California, County of Sacramento, Human Resources Office. Most benefits do not apply to temporary positions. The following is an explanation of the benefits, which apply to those employed in regular positions:

Vacation: Vacation with pay varies depending upon the employee representation unit. New employees typically earn ten (10) days per year and accrual rates normally increase according to years of service.

Holidays: The Superior Court of California, County of Sacramento, recognizes thirteen ½ (13 ½) holidays per year.

Sick Leave: Employees accrue 4.6 hours per bi-weekly pay period, equivalent to fifteen (15) days per year.

Parental Leave: Employees with at least one (1) year of service are eligible for paid parental leave upon the birth or adoption of a child.

Retirement: Employees are covered by the Sacramento County Employee's Retirement System and Social Security.

Group Health, Dental and Life Insurance: The Court either pays for or shares the cost of employee and dependent health insurance coverage depending on the negotiated agreement. Employee and dependent dental insurance is provided at no cost. Basic employee life insurance is provided at no cost to the employee with additional optional life insurance subsidized by the Court.

Deferred Compensation: The County offers a Deferred Compensation Program to employees who wish to reduce their taxable income earned with the Court. Enrollment in, and modification to, the employee's plan occur on a quarterly basis.

Credit Union: The credit union offers loan facilities and systematic savings plans through payroll deduction.

Computer Purchase Program: Employees with one (1) year of service are eligible to apply for an interest-free loan for the purchase of a personal computer.